

SUPERVISORY JOB DESCRIPTION

**AFTER-HOUR SCHOOL EMERGENCY & RESPONSE TECHNICIAN
(A-SERT) SUPERVISOR**

JOB SUMMARY:

Under the direction of the Facilities Maintenance Manager, expertly manages school site emergency responses requiring deep understanding of building maintenance and operations management. Responds to fire, life safety systems (FLS) and other emergencies, prioritizing and communicating effectively with District leadership, law enforcement, and other emergency services.

ESSENTIAL JOB FUNCTIONS:

- Responds promptly and independently to emergency and non-emergency calls after regular business hours.
- Possesses fundamental knowledge of practices and procedures for various trades such as plumbing, locksmith, HVAC, electrician, alarm technician, general maintenance, irrigation, groundskeeper, heavy equipment, carpentry, and painter needed in order to address emergency maintenance repairs as they arise.
- Demonstrates a thorough understanding of the District's security system and fire control system, including the location and proper cleaning / disassembly of heat sensors, smoke detectors, and motion sensors.
- Troubleshoot, repair, program and perform preventative maintenance tasks on district wide alarm systems.
- Create, and complete assigned workorders using assigned computer software system.
- Ability to create reports and keep meticulous records.
- Ability to read blueprints and schematics to include irrigation valves, potable water, RP backflow, gas line shut-offs, electrical panels, sprinkler systems, and fire control panel rooms.
- Knowledge of the cost of District assets at sites in the event of theft or vandalism.
- Follows proper protocol in various emergency situations.
- Transports self, equipment, and materials to school sites as needed.
- Operates hand-powered tools, heavy equipment, and District vehicles safely and efficiently.
- Ability to communicate effectively with local law enforcement, first responders and District leadership.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Evidence of two years semi-skilled construction and maintenance experience.
- Must possess a valid California driver's license. Must be insurable under the District's insurance program and must maintain insurability.
- Ability to follow oral and written directions; mechanical ability; physical strength and ability; ability to drive a light truck and other mechanized equipment.
- Knowledge of the practices, tools, equipment, and materials used in the maintenance of equipment, buildings, and grounds.
- Must be willing to complete asbestos and lead training.
- Will be required to work nights, weekends, and holidays.
- Will be required to stand Firewatch when needed.
- Will be required to assist District in Emergency Management events.
- High school diploma or GED required.

Supervisory Salary Schedule: Range 25
BOARD APPROVED: 09/11/24